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Secretariat

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SENIOR REVIEW GROUP AND PROCEDURE FOR THE FILLING OF POSTS AT THE DIRECTOR (D-2) LEVEL*

1. Following extensive consultations on the manner in which vacancies at the Director (D-2) level should be filled, I have decided to establish a Senior Review Group to advise the Secretary-General on the filling of these posts and to introduce the advertising of all vacant posts at the D-2 level. These measures will serve a threefold purpose: the Secretary-General will be provided with more structured advice in the consideration of candidates, the consistent implementation of personnel policies and recruitment guidelines will be ensured and staff members aspiring to such posts will be satisfied that their candidacies have been given adequate consideration.

2. The Senior Review Group will be appointed by the Secretary-General and will consist of four officials at the under- or assistant secretary-general level. One will be the Chairperson of the Appointment and Promotion Board, another will represent the Executive Office of the Secretary-General, a third will be appointed in consultation with the staff, and the fourth will be the Assistant Secretary-General for Human Resources Management ex-officio.

3. Prior to the submission of any recommendation for an appointment or promotion to the level, the head of the department or office concerned will request that the Office of Human Resources Management circulate a vacancy announcement for the post. Depending on the circumstances of the case, the head of department or office concerned and the Assistant Secretary-General for Human Resources Management may decide to advertise the vacancy internally only or both internally and externally. All the applications received by the Office of Human Resources Management will be forwarded to the head of the department or office concerned.

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* Personnel Manual index No. 4100.

4. After reviewing the applications, the head of the department or office will forward a recommendation to the Assistant Secretary-General for Human Resources Management, who will present it to the Senior Review Group. It will be the responsibility of the Group to ensure that all qualified candidates are given due consideration and that the names of the most suitable among them are put forward to the Secretary-General, who will make the final decision.

5. If a vacancy announcement has initially been circulated internally only, the Group may conclude that there is no internal candidate fully qualified for the post and recommend that the post be advertised externally.

6. The head of the department or office concerned will be invited to participate fully in the Group's proceedings. Heads of offices away from Headquarters who are not able to participate will be invited to transmit in writing to the Group any additional information or views that they may consider relevant to their recommendations.

7. All recommendations of the Senior Review Group will be submitted to the Secretary-General for final decision. Should the names put forward by the Review Group not include the candidate recommended by the department or office concerned, the recommendations of the Group, together with the views of the head of the department or office, will be forwarded to the Secretary-General for a decision.

8. In instituting these arrangements, it should be noted that this procedure will in no way detract from the discretion of the Secretary-General as regards appointment to posts at the D-2 level.

9. This procedure will be effective immediately.

Javier PEREZ DE CUELLAR
Secretary-General